

Constitution of The Calligraphy Society, HKUSU

香港大學學生會書法學會憲章

Section 1 General

1.1 The name of the society is "The Calligraphy Society, Hong Kong University Students' Union" (香港大學學生會書法學會), abbreviated as "The Calligraphy Society, HKUSU", which is established in 2011.

1.2 The aims of the society are:

- To promote calligraphy culture.

Section 2 Membership

2.1 There are 3 types of membership:

- Full Membership:

Any Full Member of the Hong Kong University Students' Union can become a full member of the society on payment of annual subscription fee.

- Associated Membership:

Any person who is interested in the society can become an associated member on payment of annual subscription fee.

- Honorary Membership:

For persons who had contributions to the society, being invited by the current executive committee with approval in a General Meeting can become an honorary member.

2.2 Rights of Members

- All members have the right to use the facilities and enjoy the welfare provided by the society.
- All members have the right to participate in any function organized by the society.
- All members have the right to attend all General Meetings with full speaking right.
- Full members have the rights to propose, to second motions and to vote in all General Meetings.
- Full members have the right to nominate or to be nominated in an election in all General Meetings.

2.3 Term of Membership

- The term of Full and Associated Membership starts from 1st August and ends on 31st July of the coming year.
- The membership fees of the society shall be approved by Cultural Association, HKUSU annually.
- The term of Honorary Membership is permanent.

Section 3 Executive Committee

3.1 The executive committee consists of the following members:

- 1 Chairperson;
- 1 Internal Vice-Chairperson;
- 1 External Vice-Chairperson;
- 1 Financial Secretary;
- 1 General Secretary;
- 1-2 External Secretary (ies);
- 1-2 Property Secretary (ies);
- 1 Information Secretary;
- 1-2 Promotion Secretary (ies);
- 1-2 Publication Secretary (ies).

3.2 The duties of executive committee members are:

- Chairperson (1)
 - Supervises all functions and activities
 - Presides over all the executive committee meetings
- Internal Vice-Chairperson (1)
 - Assists Chairperson for internal affairs
 - Be the acting Chairperson in the absence of Chairperson
 - Enhances relationship and coordination among executive committee members
- External Vice-Chairperson (1)

- Assists Chairperson for external affairs
- Be responsible for external communication
- Financial Secretary (1)
 - Be responsible for financial issues
 - Drafts annual budget
 - Be responsible for annual financial report
- General Secretary (1)
 - Takes minutes at meetings
 - Be responsible for general administrative duties
 - Be responsible for annual report
- External Secretary (1-2)
 - Be responsible for welfare
 - Be responsible for marketing
 - To assist external chairperson on external communications
- Properties Secretary (1-2)
 - Be responsible for the properties of the society include the material lending services
 - Be responsible for the annual stock list
- Information Secretary (1)
 - Be responsible for I.T. related affairs
- Promotion Secretary (1-2)
 - Be responsible for publicity-related affairs
- Publication Secretary (1-2)
 - Be responsible for general publications

3.3 A simple majority shall form a quorum for executive committee meetings.

3.4 The executive committee members are elected during General Meeting (s).

3.5 Open nomination for new executive committee shall be held seven days before the Annual General Meeting.

3.6 Vacancies in the executive committee shall be filled at Extraordinary General Meeting called by the current executive committee members.

3.7 A session of the executive committee must include the Chairperson, the Internal Vice-Chairperson and the External Vice-Chairperson.

3.8 The session of Executive Committee shall commence once elected at Annual General Meeting or Extraordinary General Meeting and terminated at the next Annual General Meeting

Section 4 General Meeting

4.1 The Annual General Meeting of the society shall be held before or on the second week of March.

4.2 The agenda of the Annual General Meeting shall include:

- i. To receive and adopt the agenda
- ii. To receive and adopt the minutes of the previous Annual General Meeting and Extraordinary General Meeting(s)(if any)
- iii. To receive and adopt the Annual Functional Report
- iv. To receive and adopt the Annual Financial Report
- v. Election of Executive Committee of the next session
- vi. To receive the Year Plan and Financial Budget
- vii. To authorize the newly elected Chairperson (or equivalent) and Financial Secretary (or equivalent) to be in charge of the official bank account of the society jointly
- viii. Any other business

4.3 The society would inform its Full Members of the arrangements in written form at least seven clear days before the meetings. For an Extraordinary General Meeting, the time limit shall be three clear days.

4.4 An Extraordinary General Meeting shall be held upon the request of the Executive Committee, or the written request of five percent of or fifteen Full Members of the society, whichever the more.

4.5 For any General Meeting of the society, Seven percent of or twenty Full Members, whichever the more, shall form a quorum of all General Meeting.

4.6 Vote in General Meeting

- i. When there is only one candidate for the post, the attending Full Members of the society shall vote for or against the candidate or abstain. The candidate shall be declared elected if a simple majority of votes cast is for the candidate.
- ii. When there are two candidates for one post, a straight ballot shall be held. In the event of a tie a re-election shall be held.
- iii. When there are more than two candidates for one post the attending Full Members of the society shall indicate on their ballot sheets theirs of preference

for all candidates. Ballot sheets shall be arranged and counted according to the first preference. The candidate at the bottom of the pool on the count shall be declared to have lost, and his / her votes shall be distributed among according the remainders according to the second preference indicated on them. This process shall be continued until one candidate has a clear majority and he / she is declared elected.

Section 5 Interpretation of the Constitution

The interpretation of the Constitution shall rest with the Executive Committee of the society.

Section 6 Amendments of the Constitution

The amendment of the Constitution shall only be passed with a two-thirds majority in a General Meeting.